



Maricopa County
Ryan White Part A Program Policies and Procedures

Treatment Adherence Counseling

PURPOSE:

To guide the administration of Ryan White Part A (RWPA) Program's Treatment Adherence Counseling (a core medical service under the Ryan White HIV/AIDS Treatment Extension Act of 2009). The administration of funds must be consistent with RWPA client eligibility criteria and the service category definitions established by the Phoenix EMA RWPA Planning Council. ***Guidance from Health Resource and Services Administration (HRSA) has allowed this service to be billed under Outpatient Ambulatory Medical Care.***

DEFINITIONS:

Treatment Adherence Counseling is the provision of counseling or special programs to ensure readiness for, and adherence to, complex HIV/AIDS treatments, provided by non-medical personnel outside of the Medical Case Management and clinical setting.

POLICIES:

- Services must be provided by non-medical personnel and outside of medical case management and clinical settings.
- All services reported in CAREWare for any client level Treatment Adherence Counseling service must include an identification of the Case Manager/staff member who provided the service.
- For programs who bill salaries, the program should document at least 50% of allocated staff time with billed client units. Costs per client and costs per units should be reasonable when compared to EMA annual averages.

CLIENT CHARTING:

All paper chart documents must be original documentation and contain original dates and signatures of contract budgeted staff providing services i.e. assessments, treatment plans, and progress notes. All Electronic Medical Records must include authenticated, dated electronic signatures. The AA will only review documentation which is authenticated original documentation, and will not accept copies of assessments, treatment plans, or progress notes as acceptable documentation of services provided. Any records that do not include authenticated signatures of budgeted contract staff providing services will be considered unallowable units, and will not be reimbursed.

Units billed must be noted in chart as required and include the duration of the encounter (start/stop times and/or total minutes/hours spent with client).

All communications made on behalf of the client are to be documented in the client chart and must include a date, time, person(s) spoken with and a brief summary of what was communicated in adherence with the client charting definition.



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ELIGIBLE COSTS AND SERVICES:

Unit categories may include:

Time Units: Reflect the amount of direct service time.

Service Units: Reflect completion of a particular service related activity such as a case finding.

Product Units: Reflect the provision of a product/widget which has an identified cost.

Line Item Units: Reflect expenses identified in the budget such as salaries and fringe benefits. Must align with agency's approved budget and support documents submitted during billing.

Unit Information			CAREWare Data Entry Components			
Unit Category	Unit Name	Unit Description	Client Name	Date	Unit Measure	Price
Time Unit	Treatment Adherence Counseling	Time spent delivering counseling or special programs to ensure readiness for, and adherence to, complex HIV/AIDS treatments, provided by non-medical personnel outside of the Medical Case Management and clinical setting.	Entered into CAREWare under actual client name. ROI must be on file.	Date service was delivered	1 unit = 15 minutes	\$0
Line Item Unit	TXA - 01... through TXA - 10...	Corresponding units are named TXA – O1 Salaries, TXA– O2 Fringe benefits and so on. May only be billed if line item is in approved budget and support documents confirm identified expense.	AAA Administrative, Admin	Last day of the month	1 unit = 1 unit per month	Actual Cost